MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
SUMMER FOOD SERVICE PROGRAM

Daily Meal Count Form

Name of Site:	Date:
Meal: (circle one) Breakfast A.M. Snack Lunch P.M. Snack Supper	Site Supervisor:

Delivery Time:	Total Meals Delivered:	Delivery Temperature:	Meal Service Time: Begin: End:

First Meals Served to Children:

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 1  16  31  46  61  76  91 106 121 136 151 166 181 196 211 226 241 256 271 286 301 316 331 346 361 376 391 406 421 436
 2  17  32  47  62  77  92 107 122 137 152 167 182 197 212 227 242 257 272 287 302 317 332 347 362 377 392 407 422 437
 3  18  33  48  63  78  93 108 123 138 153 168 183 198 213 228 243 258 273 288 303 318 333 348 363 378 393 408 423 438
 4  19  34  49  64  79  94 109 124 139 154 169 184 199 214 229 244 259 274 289 304 319 334 349 364 379 394 409 424 439
 5  20  35  50  65  80  95 110 125 140 155 170 185 200 215 230 245 260 275 290 305 320 335 350 365 380 395 410 425 440
 6  21  36  51  66  81  96 111 126 141 156 171 186 201 216 231 246 261 276 291 306 321 336 351 366 381 396 411 426 441
 7  22  37  52  67  82  97 112 127 142 157 172 187 202 217 232 247 262 277 292 307 322 337 352 367 382 397 412 427 442
 8  23  38  53  68  83  98 113 128 143 158 173 188 203 218 233 248 263 278 293 308 323 338 353 368 383 398 413 428 443
 9  24  39  54  69  84  99 114 129 144 159 174 189 204 219 234 249 264 279 294 309 324 339 354 369 384 399 414 429 444
10  25  40  55  70  85 100 115 130 145 160 175 190 205 220 235 250 265 280 295 310 325 340 355 370 385 400 415 430 445
11  26  41  56  71  86 101 116 131 146 161 176 191 206 221 236 251 266 281 296 311 326 341 356 371 386 401 416 431 446
12  27  42  57  72  87 102 117 132 147 162 177 192 207 222 237 252 267 282 297 312 327 342 357 372 387 402 417 432 447
13  28  43  58  73  88 103 118 133 148 163 178 193 208 223 238 253 268 283 298 313 328 343 358 373 388 403 418 433 448
14  29  44  59  74  89 104 119 134 149 164 179 194 209 224 239 254 269 284 299 314 329 344 359 374 389 404 419 434 449
15  30  45  60  75  90 105 120 135 150 165 180 195 210 225 240 255 270 285 300 315 330 345 360 375 390 405 420 435 450
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(Continue counting on back of form if needed.)

Total First Meals Served to Children _____

Complete Second Meals Served to Children:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Total Second Meals Served to Children _____

Meals Served to Program Adults:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Total Meals Served to Program Adults _____

Meals Served to Non-Program Adults:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Total Meals Served to Non-Program Adults _____

Total Meals Served _____	**Total Leftover Meals** _____
Total Damaged Meals _____	**Income from Adult Meals** $_____ **(and/or a la carte items)**

Site Supervisor's Signature:	Date:

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First Meals Served to Children, continued:

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451  456  461  466  471  476  481  486  491  496  501  506  511  516  521  526  531  536  541  546  551  556  561  566  571  576  581  586  591  596
452  457  462  467  472  477  482  487  492  497  502  507  512  517  522  527  532  537  542  547  552  557  562  567  572  577  582  587  592  597
453  458  463  468  473  478  483  488  493  498  503  508  513  518  523  528  533  538  543  548  553  558  563  568  573  578  583  588  593  598
454  459  464  469  474  479  484  489  494  499  504  509  514  519  524  529  534  539  544  549  554  559  564  569  574  579  584  589  594  599
455  460  465  470  475  480  485  490  495  500  505  510  515  520  525  530  535  540  545  550  555  560  565  570  575  580  585  590  595  600
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Instructions for Completing the Daily Meal Count Form

⇒ **Name of Site**: Enter the name of the approved SFSP site.

⇒ **Date**: Enter the complete date (mm/dd/yy) for which the meal count is being completed.

⇒ **Meal**: Circle the meal for which the count is being completed.

⇒ **Site Supervisor**: *Print* or *type* the site supervisor's first and last name.

⇒ **Delivery Time**: If meals are delivered to the site, enter the time the meals arrived at the site.

⇒ **Total Meals Delivered**: If meals are delivered to the site, enter the number of meals that were delivered.

⇒ **Delivery Temperature**: If meals are delivered to the site, take the meal and milk temperatures and record the temperatures in the space provided.

⇒ **Meal Service Time**: Enter the time the meal service begins and ends.

⇒ **First Meals Served to Children**: As meals are served to children (i.e., at the point of service), put a slash mark through each consecutive number. Only count *complete* meals (containing all required components) served to children.

⇒ **Second Meals Served to Children**: After all children have been served a first meal, put a slash mark through each consecutive number for any second meals served to children. Only count second meals that are *complete* (contain all required components).

⇒ **Meals Served to Program Adults**: After all children have been served a first meal, put slash marks, as meals are served, through the number of *complete* program adult meals served (these meals must meet all SFSP meal pattern requirements). Program adults are those adults who are involved in cooking and serving the meal and/or supervising children during the meal service.

⇒ **Meals Served to Non-Program Adults**: After all children have been served a first meal, put slash marks, as meals are served, through the number of non-program adults meals served. Non-program adults are those adults, paying or not, who are not directly involved in the meal service. This includes, but is not limited to, teachers or other school faculty or staff seated at a separate table from children, parents and other guests.

⇒ **Total Meals Served**: Add Total First Meals Served to Children, Total Second Meals Served to Children, Total Meals Served to Program Adults, and Total Meals Served to Non-Program Adults, and enter the total here.

⇒ **Total Damaged Meals**: Enter the number of meals that were damaged and therefore not served (generally applies only to sites that have meals delivered, or to sites serving packaged or unitized meals).

⇒ **Total Leftover Meals**: Enter the number of meals leftover after the meal service. Total Meals Served + Total Damaged Meals + Total Leftover Meals should be equal to Total Meals Delivered (or prepared).

⇒ **Income from Adult Meals**: Record the amount of money received from paying adults, if applicable.

⇒ **Site Supervisor's Signature**: Once the form is complete, the site supervisor must sign and date the form. The site supervisor is responsible for verifying that the meal counts have been recorded accurately. The meal count form will not be considered valid without the site supervisor's signature and date.